



**AN OVERVIEW OF THE TERMS AND CONDITIONS OF SERVICE FOR
APPRENTICES AT WESTINGHOUSE AND SPRINGFIELDS FUELS LIMITED.**

Level 2/3 Apprenticeships

BASIC PAY

Per Annum	
Year 1 (min)	£ 10,640*
Year 2	£ 12,353
Year 3	£ 15,023
Year 4 (max)	£ 17,249

* The 1st year apprentice rate for those who are 18 years and above is £ 12,435

The rate for apprentices who are 21 years and above is £ 15,569

Level 4 /6 Higher/ Degree Apprenticeships

BASIC PAY

Per Annum

Year 1	£ 14,686
Year 2	£ 17,415
Year 3	£ 19,600
Year 4	£ 22,330

HOURS OF WORK

Monday to Thursday	7.50am to 4.00pm
Friday	7.50am to 3.55pm

Day workers work an additional two hours per week above contractual hours; this results in 13 Accrued Days Leave per year, pro-rata. Up to five Accrued Days will be pre-allocated on a Site basis, usually between Christmas and New Year; the remainder will be notified to you by your Management at the start of your Apprenticeship.

There is a paid meal break of 45 minutes.

Hours will vary when attending College.

EQUIPMENT

All tools and overalls are provided by the Company at no cost to the individual.

TRANSPORT

Subsidised transport to and from site may be available to apprentices, however, this depends on whether bus routes operate in the individual's location and if there is availability on the bus.

PENSION SCHEME

Employees are eligible to join the Combined Nuclear Pension Plan, which is a defined contribution scheme. The full scheme benefits are explained in a member's handbook, which is available upon request.

You do not have to join the CNPP but you should be aware that it provides you with benefits at retirement.

Should you decide not to become a member of the CNPP, you will be automatically enrolled into the National Employment Savings Trust Scheme (NEST). This scheme is for employees who meet set criteria for auto enrolment regulations. Further details regarding the NEST will be made available to you should you be automatically enrolled.

HOLIDAYS

There are 8 paid Public Holidays per year. In addition, Apprentices qualify for 25½ days paid Annual Leave for the full leave year, which runs from 1 March to the end of February the following year.

Apprentices starting after March will receive a proportion of the full entitlement for the period up to the following 28 February.

CATERING

There are catering facilities on site, providing a wide range of meals and snacks.

DURATION OF APPRENTICESHIP

- Level 3 Engineering Apprenticeships will be for 4 years.
- Level 3 Laboratory Technician Apprenticeships will be for 2 years with the opportunity for an additional year in a working environment.
- Level 6 Nuclear Engineer Degree Apprenticeships will be for 5 years.
- Level 6 Manager Degree Apprenticeship will be 4 years.
- Level 6 Cyber Security Apprenticeship will be 3 years

On completion of your apprenticeship consideration will be given to future employment.

SOCIAL ACTIVITIES

Apprentices have their own social association, which organises activities for apprentices.

APPRENTICESHIP SCHEMES

Level 3 Maintenance and Operations Engineering Technician Apprenticeship

Apprentices begin their training in our workshops to complete the 26 weeks foundation course to the standards contained in the level 2 units of competency for 'Performing Engineering Operations' defined by EAL (Excellence, Achievement & Learning).

In the first 26 weeks, apprentices of all disciplines train together, developing common manual, mechanical and electrical craft skills. This also promotes an appreciation of others' chosen disciplines. Throughout the apprenticeship there is emphasis placed on the safe use of tools and equipment.

In the next stage, the apprentices spend a further six months in the training centre. This comprises training directed at developing the ability in their discipline.

Following this role competence is developed with a variety of on the job work placements which lead to apprenticeship certification at Level 3 following an End Point Assessment.

ELECTRICAL TECHNICIAN

Electricians are highly skilled. They work with electrical equipment and supplies on a wide range of engineering plant and equipment. Their work ranges from installation of domestic style electrical circuits, to sophisticated maintenance of complex pieces of plant and equipment in major process plants and factories.

Electricians need to be very safety conscious, and able to interpret complicated wiring diagrams and circuit layouts. They install, maintain and test electrical equipment, systems and appliances, and have to be able to fault-find and diagnose problems with electrical equipment. For these reasons they need to be numerate with a logical and methodical approach to their work. Electricians need to have perfect colour vision and therefore must undertake a colour blindness test

MECHANICAL TECHNICIAN

A mechanical crafts person is highly skilled and works in a wide variety of industries and sectors. They work with highly complex plant and equipment, and are involved in the manufacture of component parts, the assembly and installation of machinery, as well as the maintenance of equipment.

They need to work with precision and accuracy, and have a logical and thorough approach to work. They also need to be able to read and interpret complex drawings and diagrams, fault-find and diagnose problems, as well as work with other colleagues to ensure that work is carried out to a high level of quality.

INSTRUMENT CRAFT TECHNICIAN

All production and manufacturing plants require control systems to ensure that the plant operates satisfactorily and with high efficiency. Control systems are particularly essential to industries such as Nuclear, Chemical, Petrochemical and Manufacturing. Control Systems Engineering has become a modern and complex discipline that requires the worker to have a wide experience of subjects such as microprocessor based systems, software engineering, plant instrumentation, electronics, communication networks and process control.

The role of Instrument craft is varied and involves maintenance, calibration and servicing of plant control systems within the nuclear and process plant industry.

They have to be able to maintain, use test equipment, fault-find and diagnose problems within plant and process equipment. For these reasons they need to be numerate with a logical and methodical approach to their work. Instrument craft like electricians need to have perfect colour vision and therefore must undertake a colour blindness test

PLANT OPERATIONS (Process) TECHNICIAN

Following the Maintenance and Operations Engineering Technician Standard you will be trained to level 3 in process operations over 4 years.

Plant Operation Technicians undertake the safe and efficient operation of complex integrated production plant and systems. These activities could include plant commissioning, isolation and testing, plant preparation, plant start-up and shut down, monitoring and controlling plant and dealing with critical operational problems.

Plant operators ensure the work is completed safely, meets stakeholder quality, time and budget requirements, whilst maintaining the efficient running of plant and equipment.

MACHINIST

Engineering craft machinists create precision-engineered parts, using a machine tool to shape blank metals. Machinists can learn to operate a variety of machine tools – lathes, grinding machines, milling machines, cutting machines, drills and presses.

Working from engineering drawings and instruction sheets, they are responsible for:

Deciding which machinery is needed

Planning the best sequence of operations for the shape and type of material

Selecting the appropriate cutting tools for each cut

Selecting the correct cutting speeds

Positioning of the work piece correctly for each cut.

Machinists have to be able to run a range of machines to make sure all products are manufactured to the tolerances required on technical drawings. Throughout production, machinists check for accuracy and may have to reposition the part several times to get it right. Finally, they must carry out all the necessary quality checks.

The remaining time of the apprenticeship is devoted to the gaining of practical experience alongside qualified craft personnel on various plants and working towards their EAL units of competence.

FABRICATOR/WELDER

Fabrication is the term we use to cover a wide range of occupations including: Welders, Platers, Sheet Metal Workers, and Pipe Fitters. Fabricator/welders are essential in all fields of engineering and manufacturing, and need to be able to work in all environments both inside and outside.

Fabricators/welders need to be able to interpret engineering drawings, convert them into metal shapes by marking out, cutting and bending metal plate and join using various welding processes. For this they use a range of powerful equipment such as guillotines, computer controlled burning equipment and welding apparatus

The range of powerful tools and equipment used will require safe handling therefore you will require an excellent approach and attitude towards safety. In many firms a fabricator will be expected to carry out both fabrication as well as welding work, but will probably specialise in one of these two areas.

Technical Certificate

All Engineering/Process apprentices will attend Technical College to study for an appropriate qualification. For those of suitable ability, this will be a BTEC National Certificate.

L6 Nuclear Engineer Degree Apprenticeship

These Apprenticeships will complete a competency based programme along with academic qualifications leading to an Honours degree in Nuclear Engineering.

After an initial practical training period apprentices will be out in the business areas working alongside qualified engineers.

The apprenticeships are 5 years in duration working towards practical and academic achievement. The first stage will consist of 6 months practising broad based foundation engineering skills. The next stage will be an extended cycle of placements within a variety of our business units working towards demonstrating the competencies and qualifications with activities that complement the business targets and objectives.

L3 Laboratory Technician Apprenticeship

As a laboratory technician at Springfields Fuels, apprentices will be involved in a variety of laboratory based activities within the nuclear sector. Apprentices will play an important role in the department, including assisting with scientific investigations, tests and providing technical support. Throughout your two year apprenticeship, typical tasks that may be undertaken are:

- Collecting and analysing samples

- Performing laboratory tests to support scientific investigations
- Keeping current with technical developments
- Following our policies and procedures to ensure health and safety compliance
- Operation and maintenance of laboratory equipment

As part of the apprenticeship, a BTEC Level 3 Subsidiary Diploma in Applied Science which is delivered on a day release basis over a two year period will be gained.

L6 Chartered Manager Degree Apprenticeship

This particular apprenticeship focuses on the management and business aspect of working on a nuclear fuel production plant. A manager degree apprentice should have a genuine passion for business with an interest to develop a career in this sector.

Key to this apprenticeship is the ability to work on their own initiative combined with a high standard of written and verbal communication and cooperates effectively as a team member. With organisation and administrative skills, the apprentice should have a keen eye for detail as some work can be based on spreadsheets

Working within one of our business departments, the apprentice should be self-driven with an ambition to develop towards being a business leader within our company, looking at obtaining new business ventures and assisting with current contracts.

Apprentices will attend a local college on day release.

L6 Cyber Security Degree Apprenticeship

These Apprenticeships will complete a competency based programme along with academic qualifications leading to an Honours degree in Cyber Security

The apprenticeships are 3 years in duration working towards practical and academic achievement.

The apprentice roles will be placed within our Application Support and Control Engineering Group supporting the Fuel Manufacturing business on site. They will be working towards demonstrating the competencies and qualifications with activities that complement the business targets and objectives.

Apprentices will attend UCLan on day release.

Completion of Apprenticeship

During your training you will be based primarily at our Westinghouse Springfield's site. Upon successful completion of your training opportunities may arise to join business teams at the Westinghouse Springfield's site or possibly other Westinghouse locations.